



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



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| EFFECTIVE DATE: March 30, 2004 | REVISED DATE: April 6, 2011 | NO. PAGES: 1 of 1 | NUMBER: 1.3.20 |
| SUBJECT: <p style="text-align: center;">SICK TIME BANK</p> | | | |
| ASSOCIATED MANUAL: | | RELATED ORDERS: | |
| CHIEF OF POLICE: <p style="text-align: center;"><i>Michael McGrath, Chief</i></p> | | | |

Substantive changes are in italic

PURPOSE: To set guidelines *and responsibilities for donating, receiving, and crediting sick time donations to members who are qualified to receive donated sick time.*

POLICY: The Cleveland Division of Police shall continue the current practice that allows one member to donate earned sick time to another.

PROCEDURES:

I. Member Responsibilities in Donating Sick Time.

- A. *Members shall refer to their respective Collective Bargaining Agreement (CBA) to determine the guidelines, eligibility, and restrictions in donating and receiving sick time.*
- B. The member donating sick time shall complete the top portion of the Form-1 (Appendix) and an overtime card (C of C 71-OT-20) indicating the amount of sick time to be donated.
- C. The Form-1 and overtime card shall be forwarded to the member's respective union to obtain approval through the *Director of Public Safety*.

II. Timekeeping Unit Responsibilities

- A. The Timekeeping Unit supervisor, or designee, shall receive the overtime card and the Form-1. The Timekeeping Unit shall complete the bottom section of the Form-1 to credit time to the receiving member's sick time and deduct time from the donating member's sick time balance.
- B. The Timekeeping Unit shall forward a Form-1 copy to the Medical Unit.

III. The Medical Unit will reconcile the time balances of the receiving and donating member and file a copy of the Form-1 in the respective member's file.